

# FSAU Proposal Request Form

<b>Team / Unit</b>		<b>Tracking code</b>	
<b>Sponsor(s)</b>		<b>Date submitted</b>	
<b>Contact phone number</b>		<b>Primary contact(s)</b>	

Please answer the following questions to formally initiate the proposal development process.

<b>Category</b>	<b>Please enter your response in this column</b>
<b>1. Situation</b>  Please provide a brief description of the performance issue or request. Include the reason for the request (what the customer wants.)	
<b>2. Intended outcomes</b>  Describe what the team/unit wishes to achieve.	
<b>3. Target audience</b>  List customer group(s) for whom the performance solution is intended.	
<b>4. Stakeholders</b>  List individuals and groups affected by the potential solution.	
<b>5. Considerations</b>  List considerations affecting potential performance solutions. Examples include audience diversity, cost, and delivery constraints / requirements.	

<b>Timeframe</b>	<b>Requested</b>		<b>Committed</b>	
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Proposal check list	Specific needs	Person responsible	Needed	Completed
Logistics			<input type="checkbox"/>	
Communications			<input type="checkbox"/>	
Facilitation			<input type="checkbox"/>	
Assessment / Analysis			<input type="checkbox"/>	
Other			<input type="checkbox"/>	